



EXECUTIVE COMMITTEE MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: August 14, 2012

TIME: 10 a.m. – 11:30 p.m.

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITES:

Alta California Regional Center
2241 Harvard Street, Suite 100
Sacramento, CA 95815

Area Board 11
2000 E. Fourth Street, Suite 115
Santa Ana, CA 92705

Tarjan Center
11075 Santa Monica Blvd., Ste. 208
Los Angeles, CA 90025

Area Board 2
1367 E. Lassen, # B3
Chico, CA 95973

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should contact Robin Maitino at (916) 322-8481 or email robin.maitino@scdd.ca.gov. Requests must be received by 5:00 pm August 10, 2012.

AGENDA

**Denotes action item*

Page

1. CALL TO ORDER

L. Cooley

2. ESTABLISHMENT OF QUORUM	L. Cooley	
3. WELCOME/INTRODUCTIONS	L. Cooley	
*4. APPROVAL OF APRIL 2012 MINUTES	L. Cooley	3
5. PUBLIC COMMENTS		
<i>This item is for members of the public only to provide an opportunity to comments and/or present Information to the Council on matters not on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.</i>		
*6. SLATE FOR NOMINATING COMMITTEE	L. Cooley	6
7. FINANCIAL UPDATE	M. Danti	10
8. GRANT CYCLE 35 UPDATE	L. Cooley	
9. EXECUTIVE DIRECTOR EVALUATION	L. Shipp	11
10. FACILITATION SUPPORT REPORT	C. Risley	23
11. SEPTEMBER COUNCIL MEETING AGENDA	L. Shipp	
<ul style="list-style-type: none"> a. Election of Nominating Committee b. Approval of Employment First Annual Report c. Approval of Cycle 35 Grant(s) d. Other items? 		
12. ADJOURNMENT	L. Cooley	

For additional information regarding this agenda, please contact Robin Maitino,
1507 21st Street, Suite 210, Sacramento, CA 95811, (916) 322-8481

Draft
Executive Committee Meeting Minutes
April 10, 2012

Attending Members

Jennifer Allen
Lisa Cooley
Olivia Raynor
Ray Ceragioli

Members Absent

Leroy Shipp

Others Attending

Carol Risley
Melissa Corral
Michael Danti
Robin Maitino

1. **Call to Order**

Lisa Cooley called the meeting to order at 10:15 a.m. and established a quorum present.

2. **Welcome and Introductions**

Members and staff introduced themselves.

3. **Approval of December 13, 2011 Minutes**

It was moved/seconded (Raynor/Allen) and carried to approve the December 13, 2012, Executive Committee meeting minutes.

4. **Public Comments**

There were no public comments.

5. **Financial Update**

Michael Danti presented the financial statement for the period of July 1 through February 29, 2012, noting that our spending level is on target. All area boards are on target and within their allocations. Michael stated that the personal services column is a little high due to an increase in workers' compensation.

Olivia Raynor requested that Michael provide projections at future Committee meetings.

6. Committee Updates

a. **Legislative and Public Policy**

Assembly Bill (AB) 2338 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Raynor/Allen) and carried to support AB 2338.

AB 171 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Allen/Ceragioli) and carried to support AB 171 with amendments.

AB 1244 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Ceragioli/Allen) and carried to support AB 1244 with amendments.

AB 1553 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Allen/Ceragioli) and carried to support AB 1553.

Assembly Bill 1554 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Ceragioli/Allen) and carried to support AB 1554 if amended.

AB 1525 - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Cooley/Raynor) and carried to support AB 1525 with training component added consistent with the existing standards of training in this area.

2012-13 Governor's Budget - Was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. It was moved/seconded (Raynor/Ceragioli) and carried to adopt the recommended positions on the 2012-13 Governor's Budget (attached).

7. **Sponsorship Request**

The sponsorship request from College Bound was brought to the March Council meeting however due to a lack of quorum, this item was referred to Executive Committee for action. College Bound is requesting SCDD funds be used to assist in paying stipends for the Director and other staff who provide supervision and support throughout the week. It was moved/seconded (Cooley/Allen) and carried to approve this sponsorship request.

8. **2013 Grant Cycle Proposal**

Each federal fiscal year the Council administers grants to community-based organizations to fund new and innovative program development projects. All projects are designed to implement the California State Strategic Plan on Developmental Disabilities (Plan) goals and objectives and improve and enhance services for Californians with developmental disabilities and their families. Program Development Grants (PDG) provides funding for new approaches to serving Californians with developmental disabilities that are part of an overall strategy for systemic change. Available grant funds included in the Council budget are approximately \$1 million annually. However, they are subject to federal appropriations to the Council.

The area board executive directors recommend that \$20,000 of the 2013 grant cycle be managed locally by each board; limit local projects to no more than two projects per area; and boards be encouraged to collaborate on projects. It was moved/seconded (Allen/Raynor) and carried to approve the recommendation of the area board executive directors with the added stipulation that area boards would use a uniform evaluation tool.

9. **Adjournment**

The meeting was adjourned at 12:15 p.m.

AGENDA ITEM DETAIL SHEET

ISSUE: Nominating Committee

BACKGROUND: The Nominating Committee is charged with providing advice to the Council relative to the election of Council officers.

ANALYSIS/DISCUSSION: The Council by-laws read, in part:

"SECTION 3. Nominating Committee:

The Nominating Committee shall provide advice to the Council relative to the bi-annual election of Council officers. The Committee shall:

- (a) Be composed of at least three (3) and not more than five (5) Council members.*
- (b) Be elected by the Council at the September Council meeting from a slate of nominations presented by the Executive Committee.*
- (c) Serve for one year. Be elected at least forty-five (45) days prior to the annual election."*

Based upon the above provision, the Executive Committee needs to act to recommend a slate for election of the Nominating Committee.

COUNCIL OBJECTIVE: None

PRIOR COUNCIL ACTIVITY: On September 21, 2011, the Council elected Jorge Aguilar, Shirley Dove and Lisa Cooley as the Nominating Committee to present a slate of officers at the November 2011 Council meeting to elect a new vice-chairperson due to the resignation of Michael Bailey.

RECOMMENDATION(S): None

ATTACHMENT(S): Council Membership Roster

PREPARED: Carol J. Risley, July 30, 2012

State Council on Developmental Disabilities
Confidential Roster
 July 23, 2012

Rep	Name	Address	Telephone	Fax	Email
At large	Aguilar, Jorge	650 Excel Way Arroyo Grande, CA 93420	805-458-1996 (cell)		jorgea@wallacegroup.us
At large	Allen, Jennifer	3712 El Camino Ave Sacramento, CA 95821	916-486-2657 (home)		allenpeacedog@yahoo.com
DRC	Blakemore, Catherine, Executive Director	Disability Rights California 1831 K Street Sacramento, CA 95811	916-488-9955 916-575-1625, ext 8107 (Asst.)	916-488-9962	catherine.blakemore@disabilityrightsca.org
Dept	Boomer, Daniel (CDE designee)	California Department of Education Special Education Division 1430 N Street, Suite 2401 Sacramento, CA 95814	916-322-1852 (office) 916-455-4603 (Debra)	916-327-3534	dboomer@cde.ca.gov
Dev Cntr	Ceragioti, Ray	28847 Trailriders Drive Rancho Palos Verdes, CA 90275	310-377-2275		rceragioti@aol.com
Dept	Clarkson, Jonathan Deputy Director (DHCS designee)	P.O. Box 997413, MS 0009 Sacramento, CA 95899	916-440-7385 (office)	916-440-7404	jonathan.clarkson@dhcs.ca.gov
Dept	Connolly, Lora Director	California Department of Aging 1300 National Drive Sacramento, CA 95834	916-419-7500 (office)	916-928-2267	lconnoll@aging.ca.gov
At large	Cooley, Lisa	1772 Klamath River Drive Rancho Cordova, CA 95670-2735	916-638-5484 (home) 916-607-4996 (cell)		LisaMarieCooley@aol.com
Dept	Delgadillo, Terri, Director	Department of Developmental Services 1600 Ninth St., Room 240, MS 2-13 Sacramento, CA 95814	916-654-1897 (office)	916-654-2167	terri.delgadillo@dds.ca.gov
CHHSA	Dooley, Diana Secretary	Health and Human Services Agency 1600 Ninth Street, Room 460 Sacramento, CA 95814	916-654-6694 (office)	916-654-3343	didooley@chhs.ca.gov
Dept	Douglas, Toby Director	Department of Health Care Services 1501 Capitol Ave., 6001, MS 0000 Sacramento, CA 95814	916-440-7400 (office)	916-440-7404	toby.douglas@dhcs.ca.gov
AB 4	Duley, Kraig (Max)	2212 Fieldcrest Court Fairfield, CA 94534	707-479-4075 (cell)		chefmax@mac.com

AB 7	Forderer, David	955 South 6th Street, Unit 1101 San Jose, CA 95112	408-999-0896		davidforderer@live.com
UCEDD	Hansen, Robin L., MD	UCDavis UCEDD M.I.N.D. Institute 2825 50th Street Sacramento, CA 98517	916-703-0248 (office)	916-703-0243	robin.Hansen@ucdmc.ucdavis.edu
Dept	Hutchinson, Mark Chief Deputy Director (DDS designee)	Department of Developmental Services 1600 Ninth St., Room 240, MS 2-13 Sacramento, CA 95814	916-654-1897 (office)	916-654-2167	mark.hutchinson@dds.ca.gov
UCCED	Jacobs, Robert A. Director	USC UCEDD Children's Hospital Los Angeles 4650 Sunset Blvd., MS #53 Los Angeles, CA 90027-6062	323-361-2300 (office) 323-361-3822 (Asst.)	323-361-3843	riacobs@chla.usc.edu
AB 13	Kennedy, Molly	874 Home Avenue, Apt 1 Carlsbad, CA 92008	442-333-8402		kennedymolly901@gmail.com
CHHSA	Kent, Kristopher Assistant Secretary (CHHS designee)	Health and Human Services Agency 1600 Ninth Street, Room 460 Sacramento, CA 95814	916-651-6694 (office)	916-654-3343	kkent@chhs.ca.gov
Non-Gov Agency	Lewis, Janelle	7485 Red Bud Road Granite Bay, CA 95746	916-797-0568		ifewis@surewest.net
At Large	Lopez, April	2029 W. Oranewood Avenue, Ste. A Orange, CA 92868	714-701-9242 (home) 714-412-3641 (cell) 714-385-9088 (work)		alopez.scdd@gmail.com
Dept	Moore, Bill (DOR designee)	Department of Rehabilitation 721 Capitol Mall, MS B-22 Sacramento, CA 95814-4702	916-558-5800 (office)	916-558-5806	wmoore@dor.ca.gov
AB 1	O'Brien-Peterson, Catherine	2646 Greenway Drive Kelseyville, CA 95451	928-669-2258		merrywidow@att.net
UCEDD	Raynor, Olivia Director	Tarjan Center at UCLA 11075 Santa Monica Blvd, Ste 208 Los Angeles, CA 90025	310-794-1141 (office) 805-341-0337(cell)	310-794-1143	oraynor@mednet.ucla.edu
Dept	Sauer, Anthony (Tony) Director	Department of Rehabilitation 721 Capitol Mall, MS B-22 Sacramento, CA 95814-4702	916-558-5800 (office)	916-558-5806	tsauer@dor.ca.gov
AB 2	Shipp, Leroy	240 Skyline Blvd. Oroville, CA 95966	530-589-3499 (home) 530-403-3000 (cell)		pickenpower1@sbcglobal.net
Dept	Torlakson, Tom Superintendent of Education	California Department of Education 1430 N Street Sacramento, CA 95814	916-319-0800 (office)	916-319-0100	superintendent@cde.ca.gov

AB 5	Walsh, Jennifer	7800 El Camino Real # 2134 Colma, CA 94014	650-488-0259 (home) 415-335-3027 (cell)		turbo44444@aol.com
At Large	Weller, Kecia	943 4 th Street, #3 Santa Monica, CA 90403	310-570-8282		kweller2@me.com
AB 6	Williams, Kerstin	3005 Riverside Court Stockton, CA 95204	209-462-7324 (home)		kerstinwilliam@yahoo.com

2011-12 EXPENDITURE REPORT

4100 State Council on Developmental Disabilities
 2011-12 Expenditure Report
 July 1, 2011 thru June 30, 2012 (12 Months or 100% of the Fiscal Year)
 (Whole Dollars)

	Personal Services			Operating Expenses and Equipment			Total Expenditures		
	Budgeted	Year-to-Date Expended	Percentage Expended	Budgeted	Year-to-Date Expended *	Percentage Expended	Budgeted	Year-to-Date Expended	Percentage Expended
Council Operations and Administration **	\$1,419,014	\$1,128,216	79.51%	\$954,327	\$928,405	97.28%	\$2,373,341	\$2,056,621	86.66%
Community Program Development Grants **	\$0	\$0	0.00%	\$1,000,000	\$961,549	96.15%	\$1,000,000	\$961,549	96.15%
Area Board 1	\$297,900	\$262,955	88.27%	\$124,192	\$111,563	89.83%	\$422,092	\$374,519	88.73%
Area Board 2	\$240,629	\$228,091	94.79%	\$53,989	\$54,632	101.19%	\$294,618	\$282,723	95.96%
Area Board 3	\$392,055	\$454,717	115.98%	\$161,721	\$154,533	95.56%	\$553,776	\$609,251	110.02%
Area Board 4	\$420,524	\$484,868	115.30%	\$126,031	\$106,464	84.47%	\$546,555	\$591,332	108.19%
Area Board 5	\$407,509	\$443,327	108.79%	\$184,706	\$159,426	86.31%	\$592,215	\$602,753	101.78%
Area Board 6	\$324,069	\$360,670	111.29%	\$126,190	\$87,215	69.11%	\$450,259	\$447,885	99.47%
Area Board 7	\$403,357	\$465,300	115.36%	\$167,216	\$115,422	69.03%	\$570,573	\$580,722	101.78%
Area Board 8	\$602,229	\$632,401	105.01%	\$246,742	\$210,239	85.21%	\$848,971	\$842,640	99.25%
Area Board 9	\$232,454	\$232,068	99.83%	\$93,500	\$68,218	72.96%	\$325,954	\$300,286	92.13%
Area Board 10	\$847,408	\$933,509	110.16%	\$438,203	\$315,272	71.95%	\$1,285,611	\$1,248,781	97.14%
Area Board 11	\$442,597	\$469,122	105.99%	\$139,830	\$77,126	55.16%	\$582,427	\$546,248	93.79%
Area Board 12	\$414,601	\$410,334	98.97%	\$172,600	\$112,523	65.19%	\$587,201	\$522,857	89.04%
Area Board 13	\$365,789	\$388,740	106.27%	\$207,066	\$161,915	78.20%	\$572,855	\$550,656	96.12%
Area Board Operations**	\$234,865	\$211,620	90.10%	\$370,955	\$353,264	95.23%	\$605,820	\$564,884	93.24%
Subtotal, All Area Boards	\$5,625,986	\$5,977,722	106.25%	\$2,612,941	\$2,087,813	79.90%	\$8,238,927	\$8,065,535	97.90%
Total	\$7,045,000	\$7,105,938	100.86%	\$4,567,268	\$3,977,768	87.09%	\$11,612,268	\$11,083,706	95.45%

* Expenditures may reflect a lag in postings to CalSTARS Accounting Reports.

** OE&E year-to-date expenditures include encumbrances for the full year costs of contracts.

Risley, Carol@SCDD

From: Risley, Carol@SCDD
Sent: Monday, July 30, 2012 4:59 PM
To: SCDD Members
Subject: 2012 Council Executive Director Evaluation
Attachments: Executive Director Evaluation Process (FINAL) (2).doc

The attached evaluation process and form will be hard copy mailed to you tomorrow. Should you have any questions, please contact Leroy Shipp, Council Chairperson.

Carol J. Risley, Executive Director

State Council on Developmental Disabilities

1507 21st Street, Suite 210

Sacramento, CA 95811

(916) 322-8481

(916) 443-4957 (fax)

carol.risley@scdd.ca.gov

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STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE DIRECTOR EVALUATION 2012

I. PROCESS

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act), requires that the Executive Director of the Council be evaluated on an annual basis.

The process for evaluating the Executive Director is:

1. The Chairperson of the Council coordinates the Executive Director Evaluation. He/she distributes the Performance Evaluation Form.
2. Each Council member is requested to complete the Performance Evaluation Form. Once completed, the form is returned to the Chairperson.
3. Staff members will be sent Narrative Questions only. These must be returned to the Chairperson.
4. The Executive Director will complete the Performance Evaluation Form for herself/himself and discuss her/his self evaluation with the Chairperson.
5. Each Performance Evaluation Form is logged onto a worksheet and summarized.
6. A final summary report is produced.
7. The Executive Director Evaluation will on a Council Meeting agenda as a closed session item.
8. In open session, the Executive Director and Council then discuss any salary issues.
9. This information is then processed through the Council's Personnel Unit.

II. INSTRUCTIONS

Please use the rating levels: “**N/I**” (Needs Improvement) “**A**” (Meets Standards/Acceptable), or “**O**” (Exceeds Standards/Outstanding). If you do not know about a particular area, mark **Do Not Know**.

Rating Factor	Needs Improvement (N/I)	Meets Standards Acceptable (A)	Exceeds Standards Outstanding (O)
Work quantity	Executive Director does not produce enough work.	Executive Director produces the proper amount of work.	Executive Director produces a lot of work.
Work Quality	Executive Director does not have work skills.	Executive Director has the work skills and works accurately.	Executive Director's work is always accurate and orderly and works with superior skill.

III. EXECUTIVE DIRECTOR EVALUATION

ASSISTANCE TO COUNCIL MEMBERS	Don't Know	Needs Improvement	Acceptable	Outstanding
Assists the Council in scheduling, planning and preparing for Council and committee meetings.				
Assists the Council in the development of agency policy, organizational goals, objectives and budgets.				
Assists the Council in the development of policy decisions regarding issues that affect the rights and interests of persons with disabilities.				
Assists the Council in making sure that the Council follows all federal and state laws and regulations, including providing and interpreting information.				
Assists the Council in the development of the goals and objectives of the Council's 5 year state and strategic plan.				
Provides regular reports to the Council on the state and strategic plan and emerging issues and provides recommendations.				

PERSONNEL	Don't Know	Needs Improvement	Acceptable	Outstanding
Assures that staff are supervised and coordinated effectively in order to carry out all of the Council's goals and objectives.				
BUDGET				
Develops, implements and manages the Council approved budget.				
Ensures that budget is legal and uses acceptable accounting and fiscal management practices.				
Assures that the Council receives budget information.				
Makes contracts on behalf of the Council consistent with approved goals, objectives, plans and budget actions.				

PUBLIC AND AGENCY LIAISON	Don't Know	Needs Improvement	Acceptable	Outstanding
Maintains effective relationships between the Council, the federal Administration on Developmental Disabilities and State funding agencies.				
Maintains effective relationships and works with other advocacy organizations with similar goals and objectives.				
Maintains effective relationship and liaison with the National Association of Councils on Developmental Disabilities (NACDD).				
ADAPTABILITY RATING				
Able to assume a variety of roles and responsibilities related to the position and perform with required knowledge/skills.				
Able to respond well to changing job requirements and work conditions, including unanticipated/exceptional administrative and/or programmatic events.				

EXPRESSION	Don't Know	Needs Improvement	Acceptable	Outstanding
Able to clearly/concisely convey information (e.g., interpreting regulations, presenting reports, articulating needs/priorities, giving instructions) orally and in writing.				
Able to organize coherent presentations and effectively highlight/summarize key points and issues.				
INTERPERSONAL RELATIONS				
Demonstrates sensitivity and good judgment.				
Is helpful and friendly.				
Resolves conflicts in an objective manner.				

IV. NARRATIVE QUESTIONS

1. What impressed you the most about the Executive Director's performance this year?
2. In what areas has the Executive Director shown exceptional improvement?

3. What specific recommendations do you have for the Executive Director?
4. What should be the priorities for the Executive Director over the next year?
5. Do you have any additional comments regarding the Executive Director's performance?

Council Member Signature

Date

Return your completed evaluation form to:

Leroy Shipp, Chairperson
240 Skyline Blvd.
Oroville, CA 95966
Pickenpower1@sbcglobal.net

EXECUTIVE DIRECTOR EVALUATION 2012 TIMELINE

July 31, 2012	Evaluation sent out to all Council members with a return date of August 30, 2012 to the evaluation coordinator.
October or November 2012	Council chairperson presents the evaluation materials, statistical data and all information to the Executive Committee during a closed session.
January 16, 2013	Executive Committee presents the evaluation and their recommendation to the full Council during a closed session. Announces any Council action and conducts any salary discussion in open session.

Risley, Carol@SCDD

From: Risley, Carol@SCDD
Sent: Monday, July 30, 2012 4:33 PM
To: SCDD HQ STAFF; SCDD AB Directors
Cc: Shipp, Leroy@sbcglobal
Subject: Council Executive Director Evaluation
Attachments: Executive Director Evaluation Process staff (FINAL).doc

Carol J. Risley, Executive Director
State Council on Developmental Disabilities
1507 21st Street, Suite 210
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2012 STATE COUNCIL ON DEVELOPMENTAL DISABILITIES EXECUTIVE DIRECTOR EVALUATION

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act), requires that the Executive Director of the State Council on Developmental Disabilities (SCDD) be evaluated on an annual basis.

The Council is requesting that selected staff participate in the evaluation process by answering five narrative questions that evaluate Carol Risley's job performance since September 2011.

Your responses to the questions will remain confidential. Please return your responses no later than **August 30, 2012** by sending them to:

Leroy Shipp
240 Skyline Blvd.
Oroville, CA 95966
Pickenpower1@sbcglobal.net

Thank you in advance.

NARRATIVE QUESTIONS

1. What impressed you the most about the Executive Director's performance this year?

2. In what areas has the Executive Director shown exceptional improvement?
3. What specific recommendations do you have for the Executive Director?
4. What should be the priorities for the Executive Director over the next year?
5. Do you have any additional comments regarding the Executive Director's performance?

**Facilitation Support and Training Services for the
California State Council on Developmental Disabilities**

July 15, 2012

Report of Activities

(Period: May 1, 2012 through July 15, 2012)

Submitted by: Mark Starford, Director

State Council on Developmental Disabilities

- Employment First Committee (EFC)
- Self Advocates Advisory Committee (SAAC)
- Statewide Self-Advocacy Network (SSAN)

Project Overview:

The Board Resource Center (BRC) assists the California State Council on Developmental Disabilities (SCDD) to meet the self-advocacy goal of its 2012-16 State Plan. SCDD seeks to increase peer advocacy through development of personal and public leadership that engages community, regional and statewide allies to advance the quality of life for all Californians with disabilities. BRC provides training, leadership development, meeting coordination and facilitation, and media technology support with final deliverables for SCDD, self-advocate members of the Employment First Committee (EFC), the Self-Advocates Advisory Committee (SAAC), and the Statewide Self-Advocacy Network (SAAN).

A. EMPLOYMENT FIRST COMMITTEE (EFC)

The Employment First Committee is a standing committee of SCDD established to ensure development of an Employment First Policy with the intended outcome of significantly increasing the number of persons with developmental disabilities engaged in integrated, competitive employment.

Support (Preparation) Activities

1. Provided meeting preparation for self-advocates.
2. Facilitated information sessions via telephone for committee members/facilitators.
 - a. Assisted members with data collection from communities
 - b. Facilitated conference calls with members on how to collect information
 - c. Developed report with members for presentation at EF meeting
6. Maintained email contact with advocate committee members.
7. Supported advocate members as needed/requested in data collection, outreach activities.

B. SELF-ADVOCATES ADVISORY COMMITTEE (SAAC)

The Self-Advocates Advisory Committee is a standing committee of the SCDD established to advise SCDD on self-advocacy issues involving SCDD and the community.

Support (Preparation) Activities

1. Provided committee and officer leadership coaching – three off site facilitation support meetings.
 - a. agenda, SAAC goals, SCDD team, member communication.
2. Facilitated weekly Think-Plan-Do leadership planning process meetings with SAAC officers.
3. Ongoing officer facilitation of member communication.
4. Developed adapted meeting materials for SAAC meeting in consultation with chair/vice chair.
5. Prepared & utilized adapted multimedia meeting materials and training tools.
6. Delivered meeting materials to SCDD for SAAC webpage.
7. Provided each member with updated resource documents for "flash drive."

SAAC Meeting

May 16, 2012

1. Facilitated meeting process & leadership facilitation for chair and vice chair.
2. Facilitated leadership development for members and officers: mission and plan
3. Reviewed and facilitated SAAC member goals, plans, action steps.
4. Facilitated long/short term SAAC goals, plans, action steps.
5. Reviewed facilitation support practices.
6. Prepared for SCDD meeting: topic review, recommendations, participation preparation.
7. Prepared SAAC Chair and member reports for SCDD meeting
8. Provided guidance for member participation in community outreach activities.
9. Facilitated support for SAAC collaboration with SSAN.
10. Introduced and practiced use of technology equipment, laptop computers and online video conferencing service Adobe Connect.
11. Provided member support during SCDD meeting with one facilitator.
12. Developed, printed and provided hand-out copies of all adapted committee materials.
13. Completed annual committee and meeting evaluation.
14. Compiled data from evaluations for end of year report.

Support (Post) Activities

1. Provided ongoing leadership coaching and facilitation sessions for chair/vice chair.
2. Provide officer coaching post meeting about communication with members.
3. Developed and provided members with outreach handouts and presentation materials.
4. Facilitated "Leadership by Example" role for participation by SSAC representative at SSAN.

Outcomes:

1. Increased comprehension of SCDD meeting content.
2. Increased participation in SCDD meeting - 5/2012.
3. Completed steps on 2013 Committee Plan - Community presentations with organizations and regional conferences re: SCDD and SAAC.

4. Increased fluency and member use of online video communication (Adobe Connect).
5. Completed member mission statements and initiated action on annual plans.

C. STATEWIDE SELF-ADVOCACY NETWORK

The Statewide Self-Advocacy Network is a statewide association of self and peer advocates who represent regional and statewide advocacy organizations. Supported by the SCDD, the Network was established to build an alliance that links California communities with statewide organizations to advance civic participation and advocacy by persons with disabilities.

Support Activities

1. Developed additional SSAN information booklet for organizations and sponsors. (statewide distribution and post on advocacy website.
2. Ongoing consultation with SCDD leadership in preparation for 2nd network meeting.
3. Provided acting-officer leadership coaching - two meetings.
4. Agenda development/review and preparation with acting chair.
5. Developed meeting materials for July SSAN two day meeting in consultation with SCDD.
6. Prepared computer/electronic files to add to member flash drives.
7. Delivered meeting materials to SCDD for SSAN webpage.
8. Uploaded resource and meeting materials to the SSAN webpage on advocacy website.
9. Provided ongoing in person, online, teleconference and phone support to facilitators of SSAN members.
10. Provided in person and online orientation to sponsoring organizations.
11. One-on-one preparation with members.
12. Support/update UCEDDs about role and member responsibilities.

Regional Network Team Meetings

May 29 (Southern CA), June 20 (Northern CA)

1. Facilitated regional meetings (in-person & video call-in participation) with Network members.
2. Prepared adapted multimedia meeting materials.
3. Facilitated review of SSAN purpose, member/agency responsibilities, SCDD website & resources.
4. Facilitated member mission statements.
5. Provided guidance in community outreach activities.
6. Provided training on web-based meetings Adobe Connect and online Google Group

Outcomes

1. Advanced public profile of statewide self-advocacy network- Network members have begun community outreach to inform partner agencies and local/regional advocacy groups about Network.
2. Increased community awareness of SCDD advocacy resources, including advocacy online web pages.
3. Member participation on SSAN Google Group.
4. Increased member/facilitator/agency fluency with video calls (Skype/AdobeConnect).
5. Network membership solidified, draft operating rules, ground rules and missions statement options.
6. Sample logo and tagline developed for member review at meeting.
7. Data collected and summarized for use in developing meeting #2 and facilitator support.

D. MEDIA AND TECHNOLOGY

BRC developed a dedicated SCDD advocacy resource website that include all committee meeting materials, training tools and products developed or accessed for ongoing advocacy leadership development. These reporting documents and materials will also serve as tools to support committee development, planning and leadership goals, and engagement in policy making.

1. Uploaded advocacy tools to website: www.scddadvocacy.org.
2. Activated SSAN Google Group and regular Adobe Connect practice opportunities.
3. Digitize/transcribe initial member interviews from SSAN meeting #1 and regional meetings.
4. Develop preliminary video storyline for end of year media report.
5. Organize SSAN/SAAC media for use in final media report.
6. Analyze and communicate information to members and organizations about bandwidth and use of AdobeConnect.

Outcomes

1. Library of interview media for use in end of year report.
2. Increased member engagement using AdobeConnect.
3. Facilitators participating on AdobeConnect calls.

E. NEXT STEPS

1. For the July 2012 meeting, BRC is working with the SSAN external evaluator, Hannah MacLaren, to refine an assessment tool that evaluates effectiveness of training process and content, materials adaptations, and member participation.
2. Developing a presentation session to describe the benefits of "leadership coaching".
3. Individual work with members to complete their leadership plans.

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